

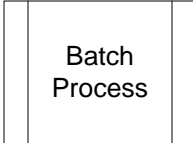
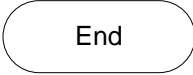
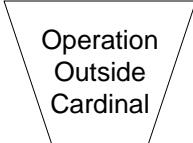
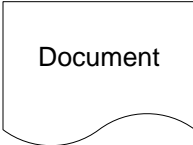
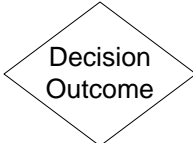
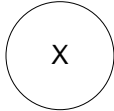

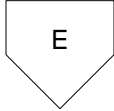


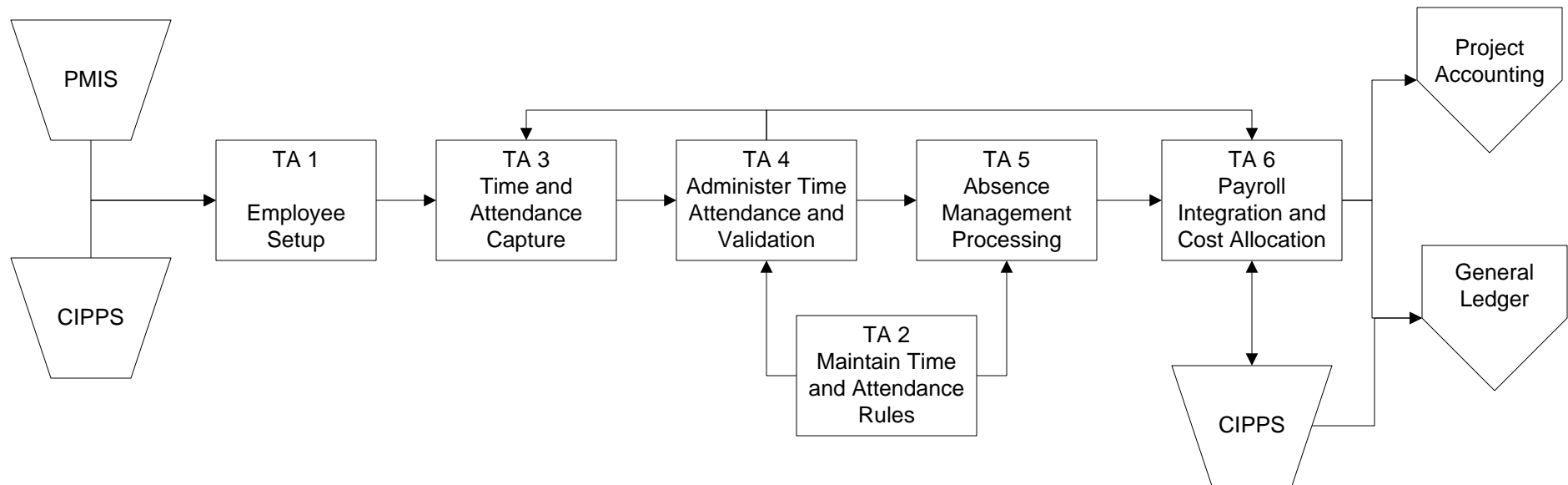
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Cardinal Flowcharting Standards

	Represents a process step that is performed within the PeopleSoft system.		Indicates point at which the process begins. Does not represent any activity.
	Represents a batch process within the PeopleSoft system.		Indicates point at which the process ends. Does not represent any activity.
	Represents a process or step that is performed manually or outside of Cardinal.		Represents a document of any kind, either electronic or hard copy
	Represents the possible outcomes of a decision or analysis that took place in a step immediately preceding.		On-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.
	Represents an entity (person, organization, etc.). Used only when necessary to show the source of important information.		Inter Process Connector. Used to connect steps between business processes. Connectors are labeled with UPPER CASE letters.

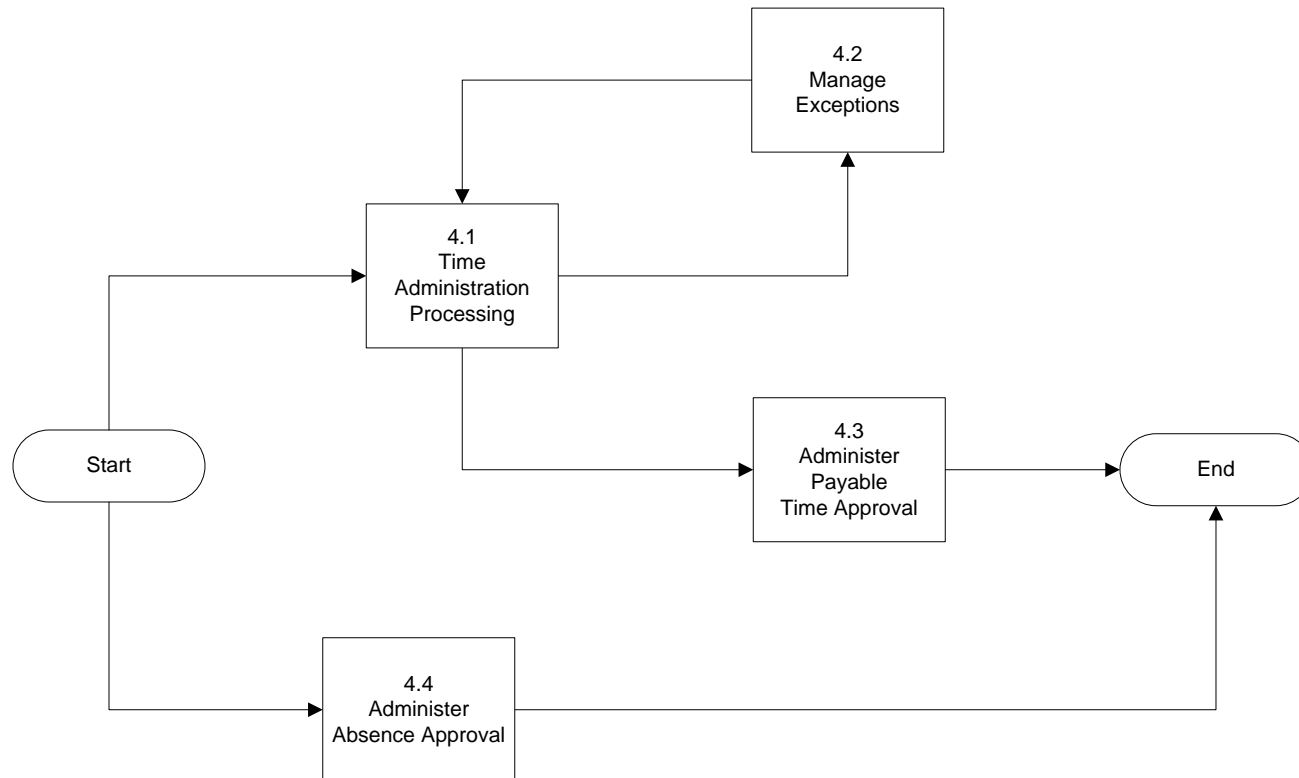
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Cardinal Time and Attendance Business Process Flow



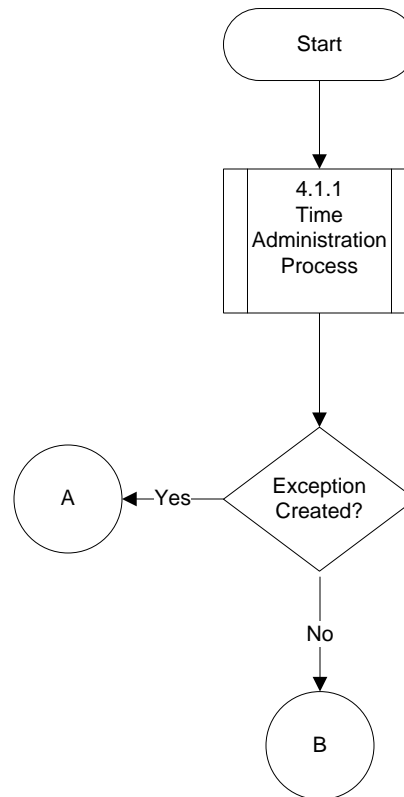
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Time and Attendance Validation and Approval



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TA 4 Administer Time and Attendance Validation and Approval – 4.1 Administer Time Administration Processing



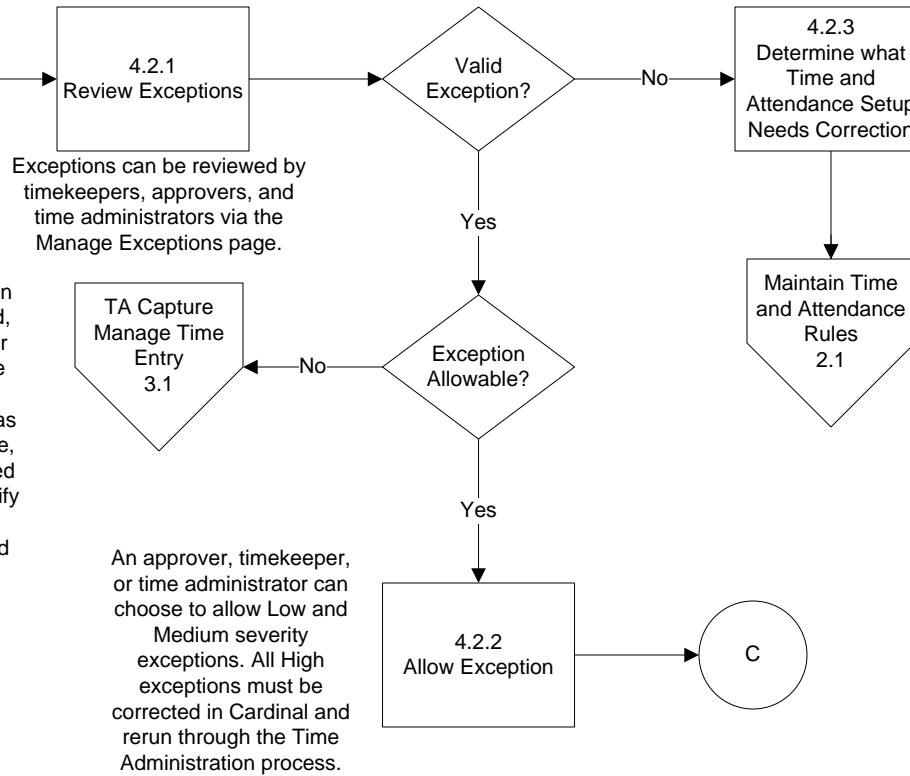
The Time Administration process applies Time Reporting rules to Reported and Scheduled time. The process validates Reported Time and Scheduled Time. If the processed time is invalid, Time Admin generates Exceptions. If the processed time is valid, Time Admin generates Payable Time. Payable Time is the time from which an employee is paid in Payroll.

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TA 4 Administer Time and Attendance Validation and Approval – 4.2 Manage Exceptions

An Exception is generated when the Time Administration Process finds an issue with the time that has been reported.

If Reported Time has generated an exception that needs be corrected, either an approver, timekeeper, or time administrator can update the time via the TA Capture Manage Time Entry process. If the time was entered by a self service employee, the employee's supervisor will need to fix the Reported Time or the notify the self service employee who entered the time that the Reported Time needs to be fixed.



If an exception is incorrectly created because of an issue with a Time Reporting Rule or TRC or workgroup configuration, an administrator will need to update the Time Reporting Rule or configuration.

```

graph TD
    B((B)) --> A{Payable Time Approval?}
    A -->|Yes| C[4.3.1 Payable Time Routed to Approver]
    A -->|No| D{Payroll Integration with CIPPS 6.1}
    C --> E{Delegate?}
    E -->|Yes| F[4.3.2 Payable Time Routed to Delegate]
    E -->|No| G[4.3.3 Review Payable Time]
    F --> G
    G --> H{Payable Time Approvable?}
    H -->|Yes| I[4.3.4 Approve Payable Time]
    H -->|No| J{Time need correction?}
    I --> K{Approved Payable Time updated?}
    K -->|Yes| L[TA Capture Manage Time Entry 3.1]
    K -->|No| D
    J -->|Yes| M{Approver can correct?}
    J -->|No| N[4.3.7 Deny Payable Time]
    M -->|Yes| L
    M -->|No| N
    L --> O[4.3.6 Payable Time Push Back Notification]
    O --> P[4.3.5 Push Back Payable Time]
    P --> Q[4.3.8 Payable Time Denial Notification]
    Q --> R[End]
    N --> R
    
```

Payable Time Approval Process Flowchart:

- Start:** B (Initial State)
- Decision:** Payable Time Approval?
 - Yes:** Proceed to 4.3.1 Payable Time Routed to Approver.
 - No:** Proceed to Payroll Integration with CIPPS 6.1.
- 4.3.1 Payable Time Routed to Approver:** Time and Labor approvers are controlled through T&L Group Security.
- Decision:** Delegate?
 - Yes:** Proceed to 4.3.2 Payable Time Routed to Delegate.
 - No:** Proceed to 4.3.3 Review Payable Time.
- 4.3.2 Payable Time Routed to Delegate:** An approver can delegate his or her approval authority to another approver if necessary.
- 4.3.3 Review Payable Time:** Payable Time can be reviewed and approved through Manager Self service or through the Time and Labor pages via the Approve Payable Time page.
- Decision:** Payable Time Approvable?
 - Yes:** Proceed to 4.3.4 Approve Payable Time.
 - No:** Proceed to Time need correction?
- 4.3.4 Approve Payable Time:** Once Payable Time is approved, it is ready to be sent to Payroll during Payroll Processing.
- Decision:** Approved Payable Time updated?
 - Yes:** Proceed to TA Capture Manage Time Entry 3.1.
 - No:** Proceed to Payroll Integration with CIPPS 6.1.
- TA Capture Manage Time Entry 3.1:** If Reported Time is updated on the timesheet after it has already been successfully processed through Time Administration and approved as Payable Time, negative offsets will be created for the already approved Payable Time as the updated Reported Time is processed through Time Administration and Payable Time is created and approved. These negative offsets will require approval.
- 4.3.6 Payable Time Push Back Notification:** Proceed to 4.3.5 Push Back Payable Time.
- 4.3.5 Push Back Payable Time:** Proceed to 4.3.8 Payable Time Denial Notification.
- 4.3.8 Payable Time Denial Notification:** Proceed to End.
- 4.3.7 Deny Payable Time:** Proceed to End.
- End:** The process concludes with a denial notification or successful processing.

Additional Notes:

- Time need correction?** If Payable Time needs to be updated before it can be approved, either the approver can update employee's Reported Time or he or she can push the time back to the originator to update the Reported Time. The Reported Time must then be reprocessed by Time Administration before becoming available again as Payable Time.
- Approver can correct?** If the approver can correct the time, it proceeds to TA Capture Manage Time Entry 3.1. If not, it proceeds to Deny Payable Time.
- Denied Payable Time:** Denied Payable Time must be resubmitted and reprocessed through Time Administration before it can be approved.

```

graph TD
    Start([Start]) --> D1{Approval Required?}
    D1 -- No --> 4.4.2[4.4.2 Absence Request Auto Approved]
    4.4.2 --> AM1[/A.M. Processing-Process Absence Takes 5.2/]
    D1 -- Yes --> 4.4.1[4.4.1 Absence Request Routed to Approver]
    4.4.1 --> D2{Delegate?}
    D2 -- Yes --> 4.4.3[4.4.3 Absence Request Routed to Delegate]
    4.4.3 --> 4.4.4[4.4.4 Absence Request Reviewed]
    D2 -- No --> 4.4.4
    4.4.4 --> 4.4.5[4.4.5 Forecast Leave Balances]
    4.4.5 --> D3{Approve Absence?}
    D3 -- No --> D4{Absence Denied?}
    D4 -- Yes --> 4.4.8[4.4.8 Deny Absence Request]
    4.4.8 --> End([End])
    D4 -- No --> D5{Approver can correct?}
    D5 -- No --> 4.4.7[4.4.7 Push Back Absence Request]
    4.4.7 --> AM2[/Time Attendance Capture- Manage Absences 3.3/]
    D5 -- Yes --> AM2
    D3 -- Yes --> 4.4.6[4.4.6 Approve Absence Request]
    4.4.6 --> AM3[/A.M. Processing-Process Absence Takes 5.2/]

```

The flowchart illustrates the process for handling absence requests. It begins with a decision point: "Approval Required?". If the answer is "No", the request is auto-approved (4.4.2) and proceeds to "A.M. Processing-Process Absence Takes 5.2". If "Yes", the request is routed to an approver (4.4.1). The approver then decides if they can "Delegate?" the request. If "Yes", it is routed to a delegate (4.4.3), who then reviews it (4.4.4). If "No", the request is reviewed directly (4.4.4). Following review, the system forecasts leave balances (4.4.5) and asks "Approve Absence?". If "No", it checks if the "Absence Denied?". If "Yes", the request is denied (4.4.8) and the process ends. If "No", it checks if the "Approver can correct?". If "No", the request is pushed back (4.4.7) to the "Time Attendance Capture- Manage Absences 3.3" module. If "Yes", it proceeds to the "Time Attendance Capture- Manage Absences 3.3" module. If the initial "Approve Absence?" decision is "Yes", the request is approved (4.4.6) and proceeds to "A.M. Processing-Process Absence Takes 5.2".

Annotations on the flowchart include:

- "Absence Requests can be configured to be auto approved, to require approval." (near 4.4.2)
- "An approver can delegate his or her approval authority to another approver if necessary." (near 4.4.3)
- "Forecasting Leave Balances ensures that the employee has/will have the appropriate entitlement balance prior to taking the absence. Forecasting may or may not be applicable to different absence types." (near 4.4.5)
- "Approvers have the authority to approve, deny, or push back an absence request. If an absence request requires attention, the approver can either approve the request, update the absence request himself if able, push back the request, or push back indicates that the requestor should review the request and make changes before resubmitting for approval." (near 4.4.7)